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THE WHITE HOUSE
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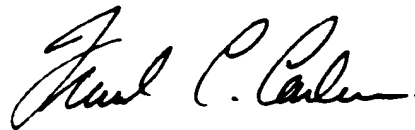
February 25, 1987

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Foreign Travel by U.S. Officials

Attached is a memorandum from the President dated February 24, 1987 concerning foreign travel by senior U.S. officials. Please insure that appropriate action is taken to bring this notice to the attention of concerned officers in your department or agency.

FOR THE PRESIDENT:



Frank C. Carlucci

THE WHITE HOUSE

WASHINGTON

February 24, 1987

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Foreign Travel by U.S. Officials

Foreign travel by high-level U.S. officials is essential to the conduct of our Nation's business. Such travel, however, is in itself a part of our foreign policy. Any such foreign travel should be for specific reasons that are consistent with our overall national security policy and should be conducted by a delegation as small as possible.

Foreign travel proposals of officials at or above the rank of assistant secretary (or equivalent rank) of Executive departments and agencies are to be submitted to the Assistant to the President for National Security Affairs for approval. In addition to official business, this will include any private foreign travel when meetings with foreign counterparts or participation in events attracting media attention is a reasonable likelihood.

With as much advance notice as possible, the Assistant to the President for National Security Affairs should be furnished the following information:


Names of senior participants

Objectives of the trip

Itinerary

List of major events, meetings, and appearances

Upon the completion of such trips or, if appropriate, while they are in progress, a report should be submitted through my Assistant for National Security Affairs, noting the response of host governments to U.S. proposals and other significant information. Travellers also should be familiar with the requirements for security briefings and debriefings where appropriate in connection with planned travel.

A handwritten signature in dark ink, appearing to read "Ronald Reagan". The signature is fluid and cursive, with the first name "Ronald" and last name "Reagan" clearly distinguishable.